State Library of North Carolina – Library Services and Technology Act

TECHNOLOGY GRANT
2009-2010

*******************************ATTENTION*****************************

THIS APPLICATION MAY ONLY BE COMPLETED BY A LIBRARY THAT

- **SUBMITTED A LETTER OF INTENT, AND**
- **RECEIVED APPROVAL TO SUBMIT A FULL APPLICATION.**

TECHNOLOGY GRANT
2009-2010
Application

DUE DATE: Original and required copies must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.

INSTITUTION / LIBRARY:

MAILING ADDRESS:

U.S. CONGRESSIONAL DISTRICT (in which library is located)**:**

PROJECT MANAGER, NAME / TITLE:

PHONE: **FAX:**   **EMAIL:**

PROJECT FUNDS (whole dollars only):   **Grant Amount Requested**   **$**

(Grant amount maximum $100,000 for a single library system, $150,000   **+**
for a collaborative project)

Matching Funds   **$**

(Match must be at least 25% of grant amount requested)

Total Project Costs =   **$**

PROJECT DESCRIPTION (no more than one sentence):

PARTNERS (if applicable):
List all partner institutions that will collaborate with you in this project.

CERTIFICATION AND SIGNATURES (please sign in blue ink):
We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library / institution have authorized this application.

Printed name of library director	Printed name & title of local government or institutional authorizing official
Signature, library director	Signature, above official
Date	Date SLNC 12/08

INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION
Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2009-2010 at
<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

It is critical that you review all grant program information and guidelines before completing this application. See:
- *Program-Specific Information & Guidelines* for LSTA Technology Grant 2009-2010 found at <http://statelibrary.dcr.state.nc.us/lsta/Technology_GL_09-10.pdf>), and
- *General Information & Provisions* for 2009-2010 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

REMINDER
If your proposed project includes an implementation of technology covered by an LSTA Tipsheet <http://statelibrary.dcr.state.nc.us/lsta/tipsheets.htm>, you **must** indicate in the appropriate places throughout your application that you have addressed the expectations stated in the Tipsheet.

1. SUMMARY
This is an overview of your entire project and should be written *after* the remainder of your application is completed. It should be clear, succinct, and persuasive, and should be written for reviewers who may not be familiar with your library or the technical aspects of your project. Include answers to these questions: Whom will the project serve? What user needs have you identified? What are the project goals and objectives? Focus on how the project will help users rather than on specific technologies or technical aspects of the project. If you are submitting any other 2009-2010 LSTA grant program applications that are related to this application, describe how those requests are related to this proposed project. *Do not exceed one page.*

2. USER NEED
- What user need(s) will your proposed project address?
- How did you identify these needs?

3. GOALS
- How does your proposed project support your library's mission and goals?
- How does your proposed project support the goals of the State Library of North Carolina's LSTA plan <http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>?

4. OBJECTIVES
List your project objectives (i.e., the specific results your project is intended to achieve).

5. TECHNOLOGY
Describe how your proposed project will use technology to meet user needs and achieve your goals and objectives. Include convincing information that shows your proposed project is technically feasible and can be successfully implemented. Document how your proposed project complies with general technical standards as well as any locally-required standards. Remember to discuss technical expectations stated in the LSTA Tipsheets, if applicable. <http://statelibrary.dcr.state.nc.us/lsta/tipsheets.htm>.

6. PROJECT ACTIVITIES
List the sequence of proposed project activities with expected completion dates and who will be responsible. Activities are specific tasks that must be accomplished to achieve your objectives.

7. PARTNER ROLES AND RESPONSIBILITIES (if applicable)

Describe the roles and responsibilities of each partner institution. Include a letter of agreement from each agency that describes its roles and responsibilities and is signed by its administrator, director, or other official.

8. STAFF SUPPORT

Describe the roles your current staff will play in supporting the project. List any staff or consultant that you will hire or contract with to help carry out the project and the roles they will have. Note whose work will be paid for by the grant. Remember that existing full-time staff may not be paid with grant funds and that no more than 25% of your total match may come from in-kind staff salaries and benefits.

9. STAFF TRAINING

Describe your plans for training library staff in connection with this project, whether before, during, or after implementation.

10. EVALUATION

How will you evaluate the success of this project in meeting the user needs you identified in Item 2?

11. CIPA CERTIFICATION AND COMPLIANCE

Every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2009.pdf> as part of its application package.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <http://statelibrary.dcr.state.nc.us/lsta/compliance09.pdf>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at grant.pair@ncdcr.gov or 919-807-7408.

Do not include this instruction page in your application.

12. BUDGET

Round totals to whole dollars.

	Quantity	Unit Cost	LSTA	Local	Total
a. Computers	_____	_____	_____	+_____	= _____
b. Network cards	_____	_____	_____	+_____	= _____
c. Printers	_____	_____	_____	+_____	= _____
d. Servers	_____	_____	_____	+_____	= _____
e. Network components (wireless equip-ment, routers, switches, firewalls, etc.)	_____	_____	_____	+_____	= _____
f. Furniture	_____	_____	_____	+_____	= _____
g. Software	_____	_____	_____	+_____	= _____
h. Services (wiring, installation, training, data conversion, etc.)	_____	_____	_____	+_____	= _____
i. Consultant	_____	_____	_____	+_____	= _____
j. Salaries and benefits**	_____	_____	_____	+_____	= _____
k. Other_____	_____	_____	_____	+_____	= _____
l. TOTAL PROJECT COSTS (a.- k.)			_____ *	+_____ **	= _____

*   Grant funds requested cannot exceed $100,000 for a single library system or $150,000 for a collaborative project.
** Local **matching** funds must equal at least 25% of the grant request (i.e., 20% of the total project cost). Of that 25%, no more than one-quarter may come from in-kind salaries and benefits of existing full-time staff who will work with the project.

13. BUDGET NARRATIVE
Provide a narrative clearly explaining all project expenditures, using the budget grid as a guide. Provide sufficient information to justify costs and to enable reviewers to understand whether they are reasonable. Do not leave any amount unexplained, and make sure the link to project activities is clear. Dollar amounts, including item quantities and unit costs within a category, should **be provided in the narrative explanation.**

There **must be** a **detailed description** of equipment that will be purchased (brand names, makes and models, specifications), specific affiliated software packages, and explanation of all service costs (e.g., wiring, installation, training). Include **specifications** for all equipment.

If your proposed project includes expenditures related to an automated system, you must provide a quote from the vendor to substantiate the budgeted costs.

14. MATCHING FUNDS

Confirm the required local match amount—at least 25% of the grant amount requested—and the source and availability of the matching funds.

a.   Grant request amount $ _____   X 25% = $ _____   required match.

b.   The required local matching funds will be available by the time the library signs the grant agreement.
    The source of the matching funds is _____ .

15. ONGOING COSTS

Provide an estimate of any **monthly** or **annual** ongoing costs (e.g., telecommunications, maintenance or licensing charges) for the proposed project:

Expense type	Cost per month/year

Describe the library's plans to pay these costs now and for the next three years.
[Note: Project funds cannot be used to cover on-going costs.]

APPLICATION CHECKLIST: A complete application package will include:

_____ Signature page signed by appropriate persons.
_____ Complete proposal that responds to every required section of the application.
_____ Complete budget table, with figures that add up correctly.
_____ Budget narrative and explanation of source and availability of matching funds.
_____ Vendor quote for automated system expenditures, if applicable.
_____ **1 original application** with certifying signatures **in blue ink**, **plus 27 copies** (28 total).
_____ **1 original** of the required **CIPA** certification form (public libraries).

SUBMISSION & FORMAT INSTRUCTIONS
Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2009-2010 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs09-10.pdf>.

DELIVERY INFORMATION

DUE DATE: The complete application package must be received by 5:00 p.m. February 19, 2009, in the Library Development Section Office, Room 310A.

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications Library Development Section, Room 310A State Library of North Carolina Archives & State Library Building 109 E. Jones Street Raleigh NC 27601	LSTA Grant Applications Library Development Section State Library of North Carolina 4640 Mail Service Center Raleigh NC 27699-4640

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 19, 2009, deadline.
To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Do not include this instruction page in your application.